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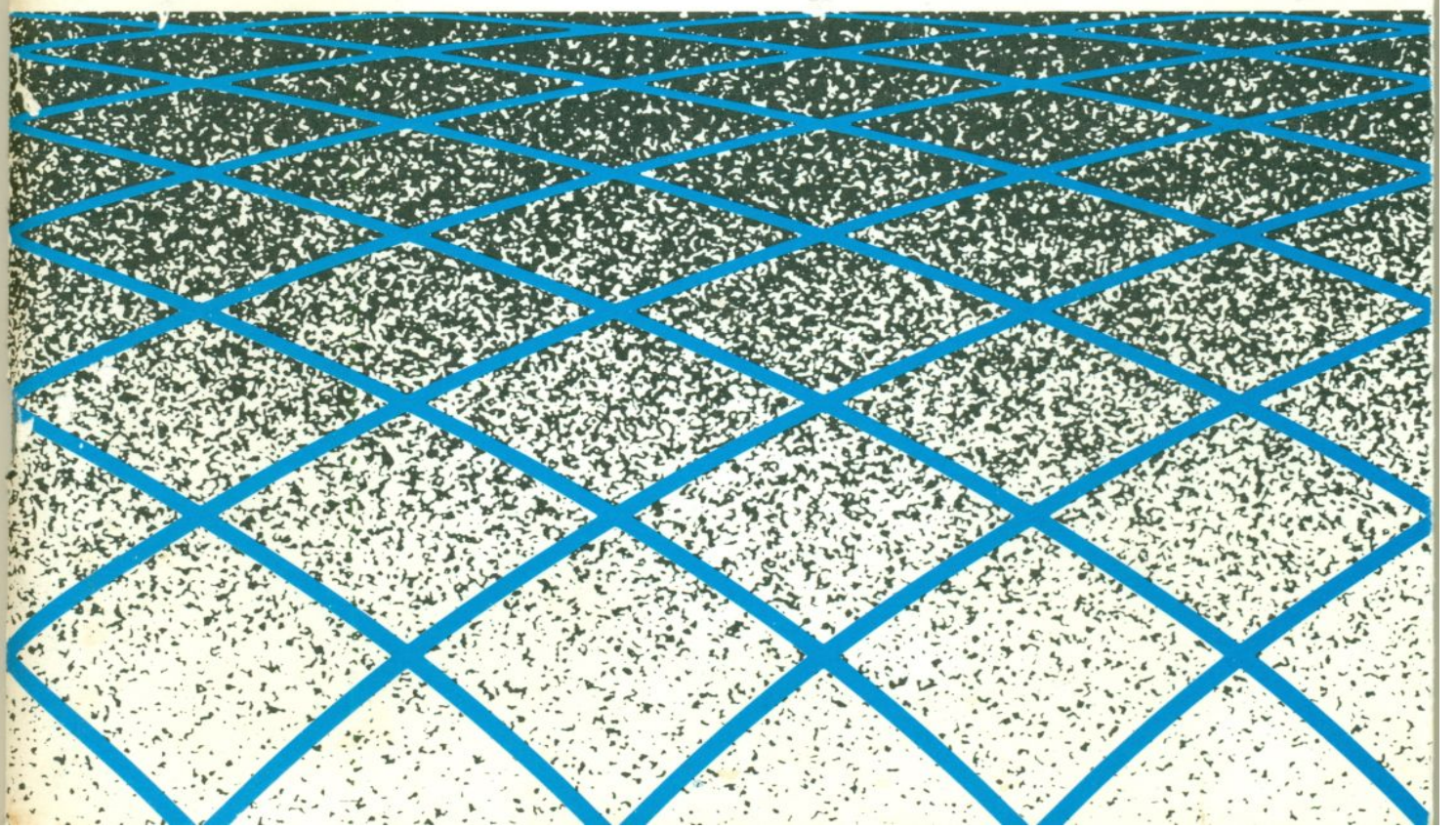
AT&T 6310 Instruction Guide (FREE RESOURCE)

AT&T

Electronic Typewriter 6310

Owner's Manual



Surespell®II Dictionary Operation

The Model 6310 contains a 50,000-word SureSpell®II Dictionary feature to help you identify and correct spelling errors before they reach the page. In addition, the dictionary checks for correct capitalization of major geographical names and many common abbreviations.

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The SureSpell®II Dictionary feature is based on Proximity Linguistic Technology.

The Proximity/Merriam-Webster Linguibase

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Summary of Spelling Features

The SureSpell®II Dictionary feature can be used in several ways to help you identify and correct spelling errors. Each feature described here is explained in more detail on following pages of this section.

SureSpell®II Dictionary feature capacity

The built-in SureSpell®II Dictionary feature contains 50,000 often-misspelled words to help you eliminate spelling errors when you type.

Word-by-word spelling check

When you activate the SureSpell®II Dictionary feature, the typewriter beeps twice each time you misspell a word. If you are using the display screen, you can correct the word before it is printed on paper.

Geographic capitalization check

The dictionary also checks for correct capitalization of many major cities and states, and checks for the correct spelling of many common abbreviations, such as two-letter postal abbreviations for states.

Automatic spelling corrections

If you are using the display screen when a misspelled word is found, you can direct the typewriter to display a list of similar words spelled correctly. If the word you intended to type is displayed in the list, you can press the space bar to automatically substitute the correct word for the misspelled word.

Personal dictionary

In addition to the main dictionary, you can add up to 170 words you often type (such as abbreviations, or the names of persons or companies) to your personal dictionary. If you are using the display screen, the typewriter will check both the main dictionary and your personal dictionary to correct spelling of words.

Document spelling check

After you've entered text into memory, such as a letter or a resume, you can check the entire document at once to find all misspelled words.

TIP: *The 6310 typewriter will beep twice if it cannot find the word you typed in either the built-in SureSpell®II Dictionary feature or the personal dictionary. You may add this word to your personal dictionary for future use.*

To Check Spelling as You Type

Although the SureSpell®II Dictionary feature can be used in any print mode, it is most effective when you are using the display screen. In **Typwtr** print mode, the dictionary will only alert you after you have misspelled a word. In **LxL** and **RtJstfy** modes, many additional spelling features are available.

To activate the SureSpell®II Dictionary feature

To check spelling as you type, press **SURE SPELL** to activate the spelling dictionary. A green light beside the key remains on while the dictionary is activated. To turn off the dictionary, press **SURE SPELL** again to turn off the light.

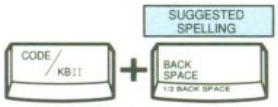
Spelling check

As you type, each word is compared to words in the dictionary. The typewriter beeps twice if you type a word that is not in the dictionary; this may mean that the word is misspelled, or that it is not included in the dictionary (for example, a correctly spelled name may cause the typewriter to beep unless you've added it to your personal dictionary).

Spelling options

When the typewriter beeps, you can either ignore it and continue typing, or correct the misspelled word by using the X or **WORD** X key.

If you are using **LxL** or **RtJstfy** print mode, two other options are available:



- Press **CODE+SUGGESTED SPELLING** to display similarly spelled words (see page 35); or

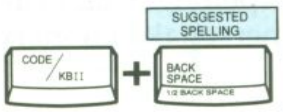
- Press **CODE+ADD WORD** to enter the word into your personal dictionary (see page 36).

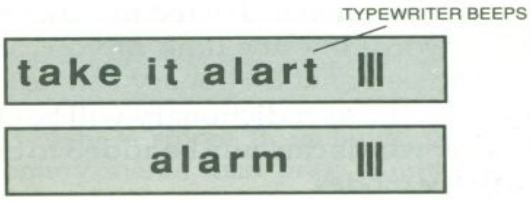
To Display Similar Words for Comparison

When the typewriter beeps to indicate a misspelled word, you can display a list of words with similar spelling. If the list includes the word you intended to type, you can substitute it automatically for the misspelled word.

NOTE: This feature works only in **LxL** and **RtJstfy** print modes.

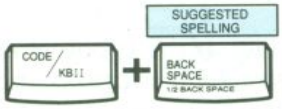
To display the list

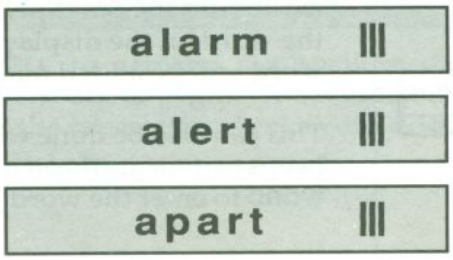




When the typewriter beeps, press **CODE+SUGGESTED SPELLING** to display similar words. The words PLEASE WAIT will appear as the dictionary searches for words of similar spelling, then the first word in the list will appear.

To search the list





Press **CODE+SUGGESTED SPELLING** repeatedly to see each word in the list. When you reach the end of the lists, the words END OF LIST are displayed on the screen. Press **CODE+SUGGESTED SPELLING** to clear the message and continue typing . To scroll through the list again, press **CODE+SUGGESTED SPELLING** again before you resume typing.

To replace a word

If you find the word you want, press the **SPACE** bar. The misspelled word will be deleted and replaced by the correctly spelled word.

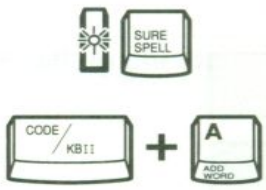
Personal Dictionary

The SureSpell®II Dictionary feature is permanent and cannot be changed. However, you can add up to 170 other words to the personal dictionary. For example, you might want to add names of persons or companies, abbreviations, or unique words you use frequently. The typewriter will check both the main dictionary and your personal dictionary for correct spelling of words you type.

The personal dictionary can accept up to 170 words (based on an average word length of five characters). If you add a word when the dictionary is full, the word you have used least often is deleted to make room for the new word. If you prefer, you can delete words one at a time, or you can clear the entire personal dictionary.

NOTE: The personal dictionary can be used in **LxL**, **RtJstfy** or **Typwtr** print modes. Words in the user dictionary will be checked for correct spelling in all print modes, however words can only be added to or deleted from the personal dictionary in **LxL** or **RtJstfy** modes.

To add a word



To add a word to the personal dictionary, check the green light to make sure the SureSpell®II Dictionary feature is activated. Type the word on the display screen, then press **CODE+ADD WORD**. The word will be added automatically.

This can also be done while typing a document. If the typewriter beeps to indicate that it does not recognize a word, press **CODE+ADD WORD** to enter the word into the dictionary, then continue typing.

To delete a word

To remove a word form the personal dictionary, type it on the display screen, then press **CODE+DELETE WORD**.

To delete all words

To delete all words you must be in SureSpell® and you must be in **Text Memory**. You also cannot be in a file, memory file 1-9 should show on the display. To clear the entire personal dictionary, press **CODE+** X .

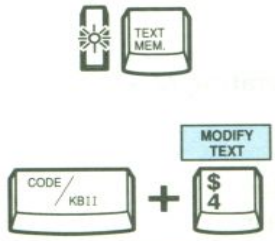
The typewriter will display the prompt YES?/NO? to make sure you intend to erase the personal dictionary. Press **Y** to confirm the command, or press **N** if you do not want to clear the personal dictionary.

To Check Spelling of a Document in Memory

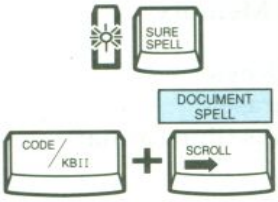
Instead of checking the spelling of each word as you type, you might prefer to enter a document into memory and check it all at once. (To enter text into memory, see the Memory section on page 38.)

All spelling features work in the same way, whether you are checking a document in memory or checking each word as you type.

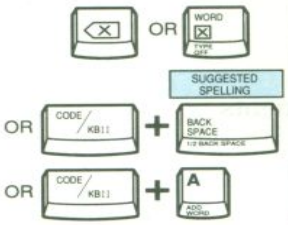
Select document



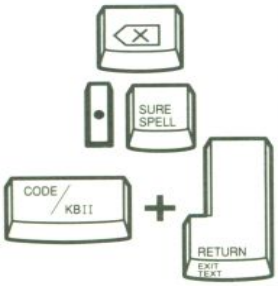
To check spelling



Spelling options



To end



4.0|123456789|||

After your document is stored in memory, press **TEXT MEM** to display the memory menu, then press a number to select the document you want to check for correct spelling.

Press **CODE+MODIFY TEXT** to select text modification mode.

PLEASE WAIT |||

Press **SURE SPELL** to activate the spelling dictionary. Press **CODE+DOCUMENT SPELL** to begin. The words PLEASE WAIT will be displayed as the typewriter checks your document for correct spelling.

The typewriter beeps twice when an unrecognized word is found. You can either press **CODE+DOCUMENT SPELL** again to ignore it and continue checking the document, or choose another option:

- Press ⟨X⟩ or **WORD** X to correct a misspelled word; or
- Press **CODE+SUGGESTED SPELLING** to display similarly spelled words (see page 35); or
- Press **CODE+ADD WORD** to enter the word into your personal dictionary (see page 36).

END DOCUMENT|||

The screen displays the message END DOCUMENT when the entire document has been checked. Press ⟨X⟩ to clear the message from the screen. Then press **SURE SPELL** to deactivate the spelling dictionary and Press **CODE+RETURN (EXIT TEXT)** to save your corrected document in memory, or continue editing (see page 46).

Memory Operation

This section explains how to enter text into memory, view it on the display screen, modify it and print it. You can check spelling word by word as you enter text, or check the spelling of an entire document after you've entered it into memory (see page 37).

After you've read over this section to understand how the memory works, read the Sample Documents section on page 63 for suggestions on how to use memory features to create letters, resumes, mailing lists, forms and other documents.

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Memory and Text Editing Features

The many memory features of the 6310 make your typewriter a versatile text processor and printer. Each feature described here is explained in more detail on the following pages of this section.

Memory capacity

Up to 4,000 characters can be stored in as many as nine separate memory files. Stored text can be recalled at any time to be viewed on the display screen or modified.

Operating modes

The Model 6310 allows you to enter text in two ways. You can use the display screen to enter text directly into memory (**Modify Text Mode**); or have the text print on paper as your enter it into memory (**Enter Text Mode**). This allows you to review the document right away; if you see anything you want to change, you can edit text within memory, then print the document again after all changes have been made.

Editing features

A convenient **search** feature allows you to find any point in a stored text quickly. When you type in a key word or phrase, the typewriter searches the text instantly, stopping at the point where the key word is found. Other editing keys allow you to move instantly to the beginning or end of documents to speed the editing process.

Printing

Text stored in memory can be printed as often as needed, in any format you choose. For example, you can print a letter with wide margins; then, with a simple command, print the letter again with narrower margins, or with the text automatically justified to create a straight right margin.

Stop codes

Special commands called **stop codes** can be entered into any text stored in memory. When you print a document, printing will pause when each stop code is encountered, allowing you to insert text by typing it in, or to change your print wheel and continue printing in a different type style.

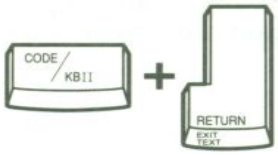
Data bank

The **data bank** is a special memory area that allows you to enter lists of names, addresses, telephone numbers, birth dates or any information you want to keep in order. Each entry into the data bank is automatically stored in alphabetical or numeric order. You can search the data bank at any time to view or print a specific entry, or direct the entire list to be printed.

Memory Files

To help you organize your documents, you can divide the memory into as many as nine separate areas, called files. Memory files are similar to the folders you'd keep in a file cabinet. For example, you might store letters to different people in separate files, or use one file to store all your notes for a certain project.

How to use memory files



Each file is identified by a number, from one to nine. (The data bank is a separate memory feature, described on page 56). When you press the **TEXT MEM** key to activate the memory, a list of file numbers appears. File numbers that contain text are underlined . Empty files are not underlined. To use any file, simply type the number of the file you want.

To exit from a file and return to the list of files, press **CODE+EXIT TEXT**. Then, turn off the memory and return to normal typing, press **TEXT MEM** to turn off the green light beside the key.

NOTE: Be sure to press **CODE+EXIT TEXT** if you are using a file, *before* pressing **TEXT MEM** to return to normal typing.

File organization

When you first begin using your typewriter, you should decide how you want to organize your documents in memory. Remember that documents stored in separate files are easier to find and use quickly. Also remember that, although you can store a document in any file you choose, you cannot move it later to another file without retyping it. Be sure to keep a list of files you are using, and what each one contains.

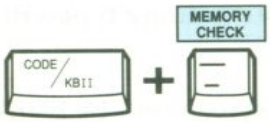
TIP: *If you hear an error beep when you try to activate the memory, press* **RETURN**, *then try again.*

Memory Capacity

Total memory capacity is 4,000 characters. You can divide this memory into as many as nine separate files, but there is no restriction on the size of each. For example, you might enter a larger document into one file and use the other files for smaller documents. Remember that a full page can contain 2,000 characters.

A battery built into the typewriter provides power to retain text in memory while the typewriter is switched off. The battery is recharged each time you use the typewriter. In normal use, this provides all the power you need to keep text stored indefinitely. However, if the message LOW BATTERY appears on the screen, press ⟨X⟩ to cancel message and continue typing. After you have finished typing, you should leave the typewriter turned on for five hours to recharge the battery.

Memory check



There are two ways to check the amount of memory available. Whenever the list of files is displayed, the amount of available memory is shown on the left side of the screen. (4.0 means 4,000 characters available; 2.2 means 2,200 characters of space available.) Or, while you are using a file, you can check memory available at any time by pressing **CODE+MEMORY CHECK**.

Available memory is shown in thousands of characters. For example, the sample screen above shows that you have room for 1,700 more characters in memory. Since the total memory is 4,000 characters, this means that the files in use (1, 4, 6, and 9) together contain about 2,300 characters. Files 2, 3, 5, 7, and 8 are empty and available for use.

Memory-full warning

The message MEMORY FULL appears when the memory is full. Press ⟨X⟩ to clear the message. When the memory is full, you can delete unnecessary text to make room for more (see page 44).

When the message MEMORY FULL first appears on the display, this is a warning that you can only type 100 more characters in memory. You can do this by following these steps:

1. Use the ⟨X⟩ key to clear the message.
2. Make sure you are in the Modify Text mode.
3. Type up to 100 more characters.

At this point your memory will be completely full and you will need to delete something in order to put anything else in memory.

Enter Text and Modify Text Operating Modes

There are two operating modes available while working in memory. In **ENTER TEXT** mode, text is printed on paper as it is entered into memory. In **MODIFY TEXT** mode, you can enter or modify text in memory without printing on paper. The mode you are using is always indicated by a pointer at the bottom of the display screen.

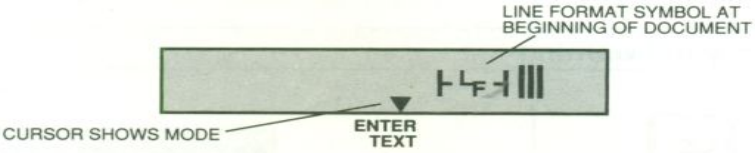
Enter text

When you select a memory file (1-9) the typewriter automatically selects **ENTER TEXT** operating mode. This is a "draft" mode, allowing you to enter text into memory while creating a typewritten draft at the same time.

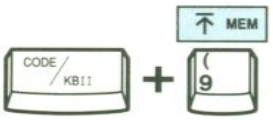
If the memory file you select is empty, the screen will be blank except for a line format symbol (└┬┤) and symbols indicating the beginning and end of text (├└┬┤). Text you type is displayed on screen. When you reach the right margin, the typewriter will "beep" once. You will need to hit the return key to begin a new line. This will also enter the current line into memory and print it on your paper.

If the file you select already contains text, the typewriter will go to the end of the document and you'll see the last few characters on the screen. Any text you type will be added to the end of the document and printed as each line is completed.

Modify Text



After you enter a memory file, you can press **CODE+MODIFY TEXT** at any time to switch to **Modify Text** mode. In this mode you can view text on the display screen, modify it, or print it. You can also choose this mode to enter text into memory without creating a typewritten draft on paper at the same time.



Whenever you select **Modify Text** mode, the screen clears and the typewriter immediately goes to the beginning of the document (see page 45).

NOTE: Once you are in the **MODIFY TEXT** mode, to get to the beginning of the document press **CODE+MEM**.

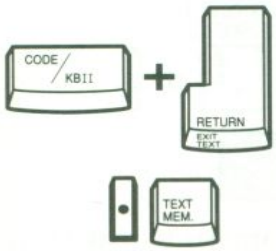
To Enter Text in Draft Mode

The **ENTER TEXT** mode allows you to enter text into memory while typing a draft document on paper. See page 45 to enter text directly into memory without printing it as you type.

Press **TEXT MEM** to activate the memory and display the list of memory files. Press **SURE SPELL** if you want to check spelling as you type (see page 34).

Press a number (1-9) to select the file you want to use. If the file is empty, the screen will be blank except for a line-format symbol. If the file already contains text, you'll see the last few words at the end of the document, and any text you type will be added after this text.

Text you type appears on the display screen, and can be changed using normal correction procedures. When you reach the end of each line, the text is printed on paper and entered into memory.



When you've finished your document, press **CODE+EXIT TEXT** to store it in the memory file and exit the file. The list of files will reappear on screen. You can choose another file by entering a file number, or press **TEXT MEM** to turn off the memory and return to normal typewriter operation.

NOTE: In **Enter Text** mode, you must press **RETURN** after the last line you type before you can exit a memory file. An error beep will sound if you try to exit a file while typing a line that has not yet been printed. This protects text from accidental deletion since, in **Enter Text** mode, only text *printed on paper* is stored in memory.

To Delete Text from Memory

This command allows you to delete all text from a memory file. Once the text has been deleted, the file is cleared for another use.

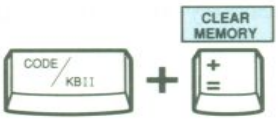
Be sure memory is activated.

3.2|123456789|||

From the list of memory files, select and enter the file number you want to clear. (For example, File number 1.)

Regards, |||

The last few words of text stored in the file will be displayed on screen.



YES? / NO? |||

Press **CODE+CLEAR MEMORY**. A prompt will appear to make sure you intend to erase the contents of the file. Press **Y** to confirm the command, or press **N** if you do not want to delete the file.

3.2|123456789|||

When you press **Y**, all text in the file is erased and the list of files reappears on screen. You can then re-enter the cleared file to use it for another purpose, or press **TEXT MEM** to turn off the memory and return to normal typewriter operation.

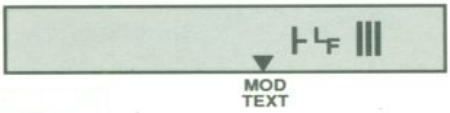
To View or Change Text in Memory

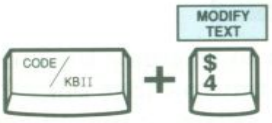
The **Modify Text** mode allows you to enter text directly into memory without printing it as you type. You can also use this mode to scroll through text already entered in memory, and make changes to it while it is displayed on the screen. Any changes you make will be stored in memory when you exit the file.

Press **TEXT MEM** to activate the memory and display the list of memory files.

Select and enter the file number you want to use. (For example, File number 1.)

If the file is empty, the screen will be blank except for a line-format symbol. If the file already contains text, you'll see the last few words at the end of the document.

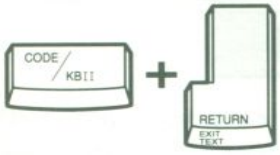




Press **CODE+MODIFY TEXT**. The pointer at the bottom of the screen will switch from Enter Text to Modify Text mode, and the line-format symbol at the beginning of the document will appear on screen.

If you're using an empty file, you can begin typing text directly into memory. If the file already contains text, press **SCROLL** to view it on the display screen. To move backward, use the **BACKSPACE** key.

While text is displayed on screen, you can change it by using normal correction procedures (see page 46 for tips on text editing).



When you've finished your document, press **CODE+EXIT TEXT** to store it in memory and exit the file you are using. The list of files will reappear on screen. You can choose another file by entering a file number, or press **TEXT MEM** to turn off the memory and return to normal typewriter operation.

NOTE: In Modify Text mode, you cannot use the SureSpell®II Dictionary feature to check spelling as you enter text into memory. After you've stored text in memory, however, you can check the entire document for misspelled words (see page 37).

Editing Text in Memory

Once text is stored in memory, you can use many text editing features in Modify Text mode to move through text quickly and to make changes.

To correct

Mr. Robert Hill
1234 Fifth Street
Carrolton, TX 98765

Dear Mr. Hill,

Thank you for your recent inquiry about the house we had advertised for sale.
Unfortunately, we have signed a letter of intent to sell. The agreement is contingent on our closing within a 60-day period, however, and we will contact you if for any reason the sale is not concluded during this time.

Regards,

CARRIAGE RETURN SYMBOL

Regards, ↵ |||

Display screen symbols are stored with text in memory to show typing commands such as tabs and carriage returns. (See page 93 for a complete list of screen symbols.) While editing, you can use the ⌫ key to erase these symbols or any unwanted characters. You might erase a carriage-return symbol, for example, to combine two short paragraphs into one long paragraph. (See page 17 for more detailed correction instructions.)

To insert text

ADD NEW TEXT HERE

I have signed|||

MOD TEXT

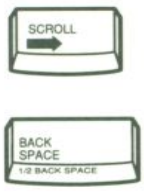
In Modify Text mode, new text can be inserted anywhere in the document. Check the pointer at the bottom of the screen to make sure you are in Modify Text mode. Then move the text so that the point where you want to insert is at the right edge of the screen. Then, type your new text. All words beyond the new text will be moved back to make room for what you add.

After inserting text, it's a good idea to review it to make sure spacing and punctuation are correct. Use the scroll and backspace keys to move text back and then forward again, checking to make sure there is only one space between words (see next page).

Scroll Keys and Fast Scroll Keys

In addition to the normal scroll keys (**SCROLL** and **BACKSPACE**), two special commands can be used to move quickly to the beginning or end of a document.

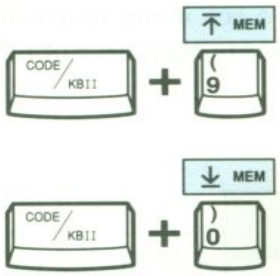
Scroll keys



Scroll keys move text forward or back, just as in normal typewriter operation. Remember not to use the space bar to scroll forward. This will insert spaces into your document.

Use the scroll key to move forward in the text; use the **BACKSPACE** key to move backwards.

Fast scroll keys

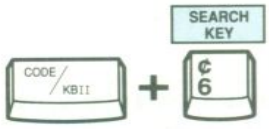


Fast scroll commands can be used to move quickly through a large document. Press **CODE+ ⤒MEM** to go immediately to the beginning of your document, or **CODE+ ⤓MEM** to go to the end.

TIP: *If the typewriter beeps when you use a scroll key, check the indicator at the top of the screen to make sure you are in* ***Modify Text*** *mode. You cannot use scroll keys in Enter Text mode.*

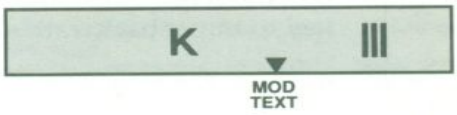
To Search for a Word or Phrase

The search command can be used to find a word or phrase anywhere it occurs in text. This is useful, for example, to move quickly to a certain point in text, or to check a document to find out whether you've used a certain word too frequently.



Enter the file that contains a document you want to search, then press **CODE+SEARCH KEY**. The pointer at the bottom of the screen switches to **Modify Text** mode, and the letter "K" (for "Key") is displayed on screen. You can enter a key-word (or phrase) up to 13 characters long.

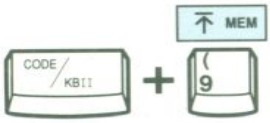
TIP: *The typewriter stores the last search phrase entered. If one is displayed, erase it with the delete key.*



Type in the word or phrase you want to find. Make sure you enter it *exactly* as it appears in the text in memory, including capitalization and punctuation such as apostrophes or hyphens.

Press **CODE+SEARCH** again to begin the search. The first occurrence of the word will be displayed on screen. To see if the word or phrase occurs more than once, press **CODE+SEARCH** again to find the next occurrence.

If the word is not found, or if you search beyond the last occurrence of the word in text, the message **NOT FOUND** is displayed. Press ⟨X⟩ to clear the message from the screen and exit the search.

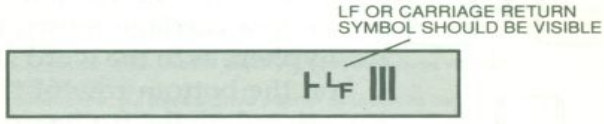


To change the key-word and search again, press **CODE+UP MEM** to return to the beginning of text. Press **CODE+SEARCH KEY** and use normal correction procedure to modify the search key-word. Press **CODE+SEARCH** to search for the new key-word.

To Change Margins and Tabs in Memory

Use the procedure described on pages 22-24 to change margins and tabs in memory, but remember that you can make changes *only* at the beginning of text or immediately after a carriage-return symbol. An error beep will sound if you attempt to change the line format at any other other position.

To format a new document



You can store a different set of margins and tabs for each document you store in memory. The easiest way to do this is to set margins and tabs before you begin entering text into a new file. Select and enter the file you want to use, then follow the procedure on pages 22-24.

To reformat an existing document

Enter the text file you want to change then press **CODE+MODIFY TEXT** so that the line-format symbol at the beginning of the text is displayed on screen. (If you are already in the file you want to change, press **CODE+ ↑ MEM** to get to the line format symbol.) Follow the procedure on pages 22-24 to set new margins and tabs. Each time you print the document, the new margins and tabs will be used.

NOTE: If there are any symbols in the document except the one at the beginning of text, this procedure may not reformat the entire document (see the following section "To reformat a portion of text").

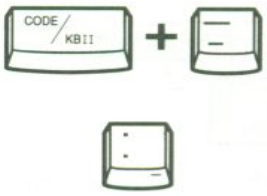
To reformat a portion of text

Several different line formats can be stored within the same document. For example, you may want to have wide margins at the beginning, narrow margins in the middle, and wide margins again at the end of a document.

Follow the procedure above to set margins and tabs for the first line format. When you reach a point where you want to change margins or tabs, press **RETURN** (or, if modifying an existing text, position a carriage-return symbol at the extreme right edge of the screen). Then follow the procedure on pages 22-24. A line-format symbol will appear at each point in text where you have changed the line format.

To change the format again later, enter the text and press **CODE+ MODIFY TEXT** to switch to Modify Text mode. Move to the point where the line-format symbol occurs and use the ⟨X⟩ key to delete the symbol. You can then repeat the procedure on pages 22-24 to reset the format.

Hyphens

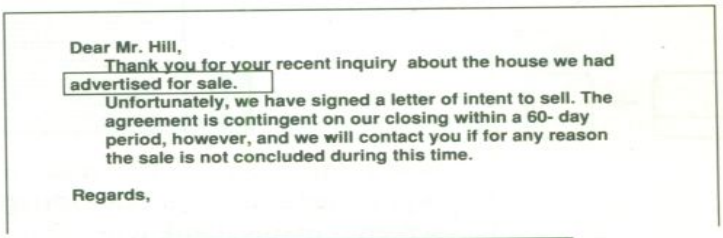


Press **CODE+ -** (hyphen) to type a hyphen after the bell (in the bell zone). **NOTE:** The normal hyphen key will signal the typewriter to do a carriage return in the bell zone. To type a "permanent" hyphen, as in the word short-stop, you must use the period (.) key on the bottom row of the keyboard. (It has the word "hyphen" printed on the front surface of the key.)

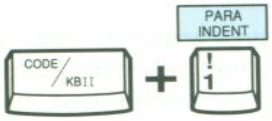
To Indent a Paragraph

The procedure for creating a temporary left margin in memory is similar to normal typewriter operation except that the print unit does not move. You can do this while entering text in draft mode, or you can use Modify text mode to indent a paragraph already stored in memory.

To insert indent

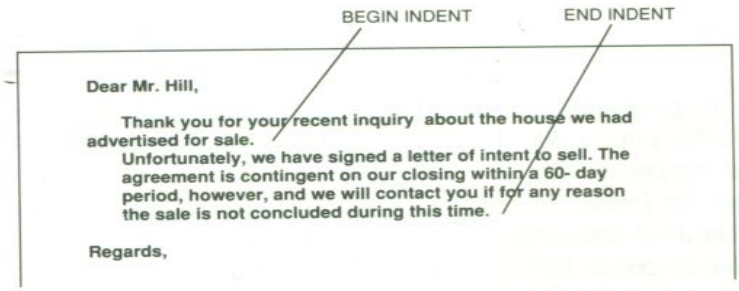

Dear Mr. Hill,
Thank you for your recent inquiry about the house we had advertised for sale.
Unfortunately, we have signed a letter of intent to sell. The agreement is contingent on our closing within a 60- day period, however, and we will contact you if for any reason the sale is not concluded during this time.
Regards,

Move to the beginning of a new line. In Enter Text mode, the screen will be blank. In Modify Text mode, you should see a carriage-return symbol at the right of the screen.



Use the space bar to insert enough spaces (*after* the carriage return symbol, if there is one) to reach the point where you want your temporary left margin. Then press **CODE+PARA INDENT** to insert an indent symbol. All text after the symbol will be indented to the temporary margin.

To indent only a portion of text, follow the same procedure to place another indent symbol after the last line you want to indent. All text after the second indent symbol will be printed at the normal left margin.


BEGIN INDENT
END INDENT
Dear Mr. Hill,
Thank you for your recent inquiry about the house we had advertised for sale.
Unfortunately, we have signed a letter of intent to sell. The agreement is contingent on our closing within a 60- day period, however, and we will contact you if for any reason the sale is not concluded during this time.
Regards,

To remove indent

To remove a paragraph indent and restore text to the original margin, press **CODE+MODIFY TEXT** to switch to Modify Text mode and use the X key to delete indent symbols from the text. If you have indented only a portion of text, remember to delete the symbols both at the beginning and end of the indented text.

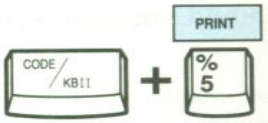
To Print Text in Memory

Documents stored in memory can be printed as often as needed, in any format you choose. The typewriter prints at speeds up to 12 characters per second.

To print

Select and enter the file you want to print. Insert paper in the typewriter and press **CODE+PRINT** to begin printing. The display screen remains blank while the document is being printed.

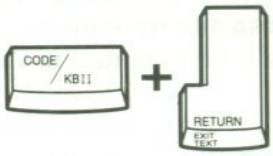
To stop printing



Printing will stop automatically after the entire document has been printed, or when a stop code is encountered (see page 54).

To interrupt printing before the end of the document, press **CODE+PRINT** at any time. Printing will pause after the current line and the line following it have been printed. Press **CODE+PRINT** again to resume printing.

After printing

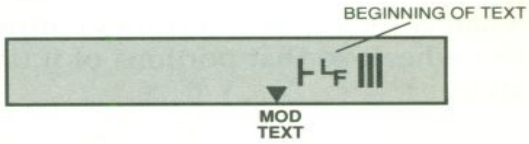


When the document has been printed, the typewriter reverts to Modify Text mode and the last few characters appear on the screen. Press **CODE+EXIT TEXT** to leave the file unchanged and return to the file menu.

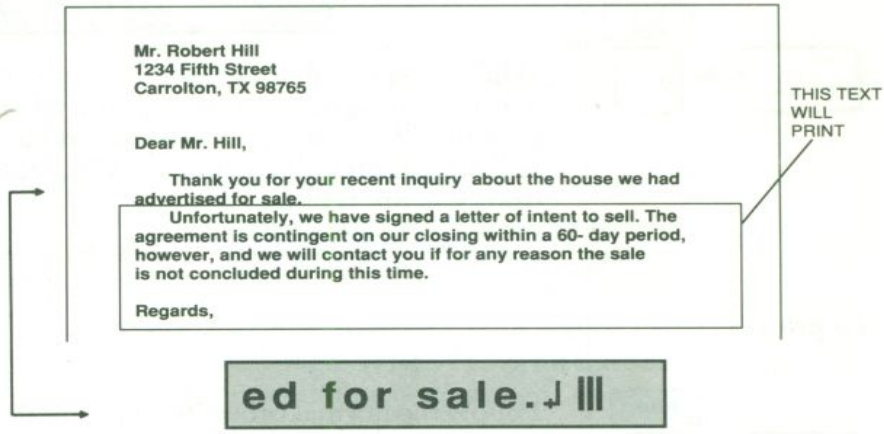
TIP: *To print an entire file you must be at the beginning of the file. Press* **⤒ MEM** *after entering the file to get to the beginning of the file.*

To Print a Portion of Text in Memory

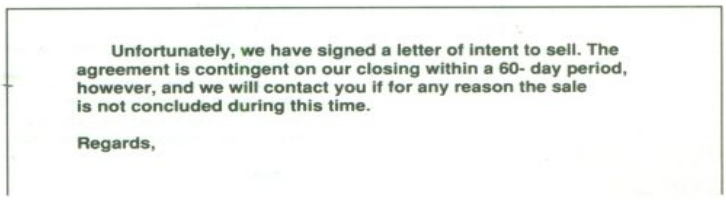
Instead of printing an entire document, you can use this procedure to print only a specific part of it.



From the file menu, select and enter the file you want to print, then press **CODE+MODIFY TEXT** to switch to Modify Text mode.


Mr. Robert Hill
1234 Fifth Street
Carrolton, TX 98765
Dear Mr. Hill,
Thank you for your recent inquiry about the house we had advertised for sale.
Unfortunately, we have signed a letter of intent to sell. The agreement is contingent on our closing within a 60- day period, however, and we will contact you if for any reason the sale is not concluded during this time.
Regards,
THIS TEXT WILL PRINT
ed for sale.

Use the scroll keys (or the Search feature as described on page 48) to move through text to find the portion you want to print. Position text on the display screen so that the last few words *before* the text you want to print are showing. (The text you intend to print should not be visible on the display screen.)


Unfortunately, we have signed a letter of intent to sell. The agreement is contingent on our closing within a 60- day period, however, and we will contact you if for any reason the sale is not concluded during this time.
Regards,

Press **CODE+PRINT** to begin printing. Text from this point to the end of the document will be printed.

To print a shorter portion of text, press **CODE+PRINT** again during printing of the second-to-last line you want on paper. Printing will stop after the current line and the line following it have been printed.

TIP: *If you store several documents in the same memory file, you can use this feature to print only one at a time.*

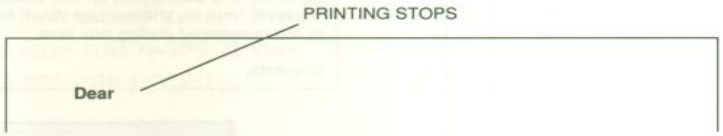
Stop Codes

Special commands called **stop codes** can be inserted into text to interrupt printing. When printing stops, you can type in text to be inserted into the printed document without altering the version stored in memory. This is useful, for example, if you want to print several copies of a form letter, personalizing each one with the recipient's name. Or you might want to print a portion of a document, then stop to change print wheels so that portions of it (such as headlines) can be printed in a different style.

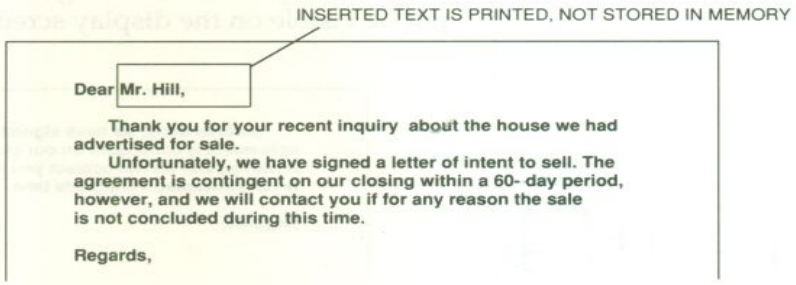
To insert code

While composing or editing text, press **CODE+STOP CODE** to insert a stop-code symbol at each point where you want to interrupt printing. If you are typing in draft mode, a carriage-return symbol will appear on the screen and a vertical line will be printed on the draft you are typing.

To print



Follow the normal procedure to print the document. When printing is interrupted at a stop code you will see a symbol on the screen. Type in the text you want to insert (or change the print wheel), then press **CODE+PRINT** to resume printing.


INSERTED TEXT IS PRINTED, NOT STORED IN MEMORY
Dear Mr. Hill,
Thank you for your recent inquiry about the house we had advertised for sale.
Unfortunately, we have signed a letter of intent to sell. The agreement is contingent on our closing within a 60- day period, however, and we will contact you if for any reason the sale is not concluded during this time.
Regards,

The text you type in will be added to the printed version of the document only. The version stored in memory will remain unchanged; you can repeat the procedure, for example, to send a personalized form letter to each of several people.

TIP: *If you store more than one document in the same memory file, insert a stop code after each document to make printing easier (see next page).*

To Print Multi-page Documents

When storing a multi-page document in memory, it's a good idea to use Enter Text (draft) mode so you can judge the length of each page more accurately. Printing is made easier by inserting a stop code at the end of each page to interrupt printing while you insert a new sheet of paper.

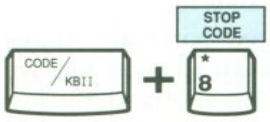
of a trust means relinquishing legal title and full control of assets to another party. The responsibilites of managing any trust are substantial, and must be carried out with professional skill and time-consuming attention to detail. In many cases, it is difficult to find an individual who is both capable of fulfiling the complex role of trustee, and who is willing to satisfy the heavy time demands such a commitment entails.

The effective management of a trust requires detailed and thorough knowledge of investment strategies, tax law, accounting procedures, and financial transaction instruments. In addition, the welfare of a trust's beneficiaries may depend in large measure upon the impartiality of judgment and continuity of services provided by a trustee. The appointment of an

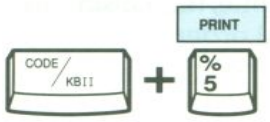
BOTTOM OF PAGE 1

INSERT STOP-CODE AT END OF PAGE

ntment of an



Press **CODE+STOP CODE** to insert a stop-code symbol at the end of the last line on each page. When you print the document, printing will pause after the last line on the page.



When printing pauses, you can remove the printed page and insert a new sheet of paper. Press **CODE+PRINT** to resume printing on the next page.

appropriate corporate trustee offers a more secure assurance that your assets will be administered, and your beneficiaries provided for, in a manner consistent with your wishes.

TOP OF PAGE 2

Data Bank Features

The data bank is a special memory area that allows you to enter lists of names, addresses, telephone numbers, birth dates, or any information you want to keep in order. Each item you enter into the data bank is stored in alphabetical or numeric order. You can search the data bank at any time to view or print a specific entry, or you can print the entire contents of the data bank.

Data bank capacity

Up to 120 entries can be stored in the data bank. Remember that the data bank shares the same memory as documents stored in memory files. So, if you store a large list in the data bank, there will be less room for documents in memory.

How the data bank stores entries

You can add entries at any time, in any order, and the data bank will automatically store them in alpha-numeric order. Entries beginning with a letter will be stored first in alphabetic order, followed by entries beginning with a number, stored in ascending numeric order.

For best results, make data bank entries consistent

To make sure your data bank list is arranged correctly, make entries consistent with one another. To create an address list, for example, you might want to have entries alphabetized by last name. If so, each entry should begin with a person's last name. Make sure the first letter of each name is capitalized, and that there are no spaces or other characters before the name; this could cause an entry to be stored in incorrect alphabetical order.

Editing text in the data bank

Working with the data bank is similar to using any other memory file. Most typing and editing features work the same in the data bank, such as underlining, scroll keys and fast scroll keys (see page 47), Enter Text and Modify Text operating modes (page 42), and the Search feature (page 48.)

A few features do not work in the data bank:

- Tab stops (**TAB, TAB SET** and **DEC TAB**)
- Automatic indent (**RETURN+MARGIN REL**)
- Stop codes are used only to separate entries; they cannot be used to type in variable information when printing pauses.

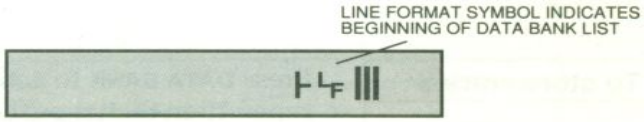
Setting margins in the data bank

The margins you set for the data bank will apply to all text in the data bank; unlike other memory files, you cannot change margins for a portion of text. When you first use the data bank it has no margins; move to the beginning of the data bank and use the **CODE+LINE FORMAT** command (see page 49) to set or change margins.

To Enter or Exit Data Bank

To enter data bank

Press **DATA BANK** to activate the data bank. You can use the data bank at any time, whether or not the typewriter memory is activated. While the data bank is in use the light beside the key remains on.



The first time you enter the data bank, the screen will be blank except for a line-format symbol. After you've stored text in the data bank, the screen shows the *end* of your list each time you enter the data bank.

As with standard memory files, you can insert paper and enter text in draft mode, or press **CODE+MODIFY TEXT** to switch to Modify Text mode. In this mode, all scroll keys and print functions work the same as in other memory files.

To exit data bank

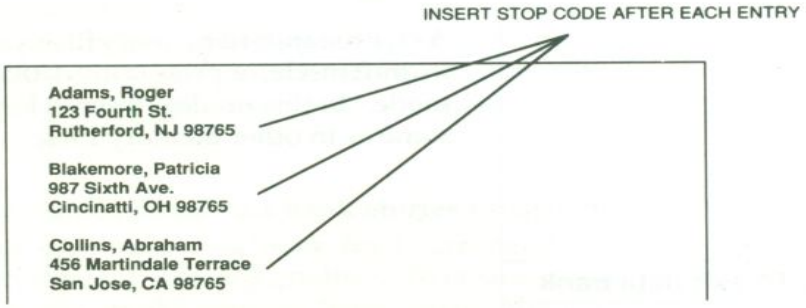
Press **DATA BANK** to exit the data bank and store your list in memory. The light beside the key will be turned off and you will return to normal typewriter operation (or, if the typewriter memory had been activated when you entered the data bank, the list of files will appear).

To Store a List in the Data Bank

Unlike other memory files, the data bank is designed to store text in *list* form. Each entry you store in the data bank must be followed by a stop code; the stop code indicates to the data bank that you've finished one entry and are ready to begin the next. This is important because each entry is stored in alphabetical or numeric order, beginning with the first character in the entry (the first character after the stop code).

To store entries

Press **DATA BANK** to activate the data bank. Insert paper into the typewriter, then type the text you want to store. For entries longer than one line, press **RETURN** after each line. In Enter Text mode, the screen will be blank after each line is printed. To store entries without printing, press **CODE+MODIFY TEXT** to switch to Modify Text mode.



At the end of each entry, press **CODE+STOP CODE** (In either the Enter or Modify mode). Unlike stop codes in a memory file, the stop-code symbol will not print; it appears on screen only in Modify Print mode and is stored in memory only to indicate the end of each entry.

After storing all entries, press **DATA BANK** to exit the data bank and store your list in memory.

NOTE: Entries in the data bank are not sorted into correct order until you press **DATA BANK** to store the list in memory or **CODE+MODIFY TEXT** to switch to Modify Text mode. The word WAIT appears on screen as the list is sorted.

Order of entries

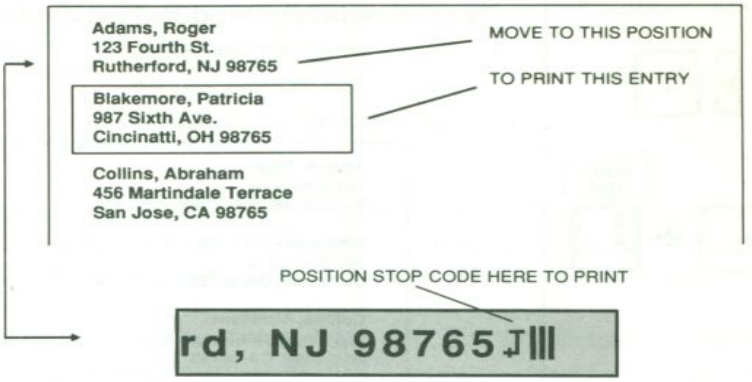
You can add entries at any time, in any order. Each entry is automatically alphabetized beginning with the first character and continuing throughout the entry, following standard dictionary style.

Entries that begin with a number (chronological lists) are stored in numeric order *after* alphabetical entries.

To Print Selected Data Bank Entries

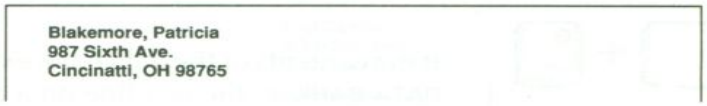
Entries in the data bank can be printed like any other text in memory. You can print a single entry, or a group of entries in order. To print the entire list, see page 60.

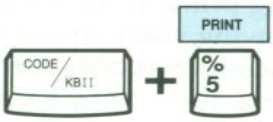
Press **DATA BANK** to activate the data bank, then press **CODE+MODIFY TEXT** to switch to Modify Text mode.



Use the scroll keys to find the entry you want to print. If the list is large, it is often more convenient to use the Search feature to find an entry quickly (see page 48).

Position text on the display screen so that the stop code *before* the text you want to print is showing. (The entry you want to print should not be visible on the display screen.)



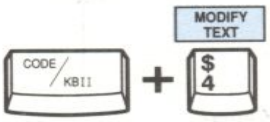


Insert paper and press **CODE+PRINT** to print selected entry. To continue printing more entries in order press **CODE+PRINT** again after each entry is printed. When all desired entries have been printed, press **DATA BANK** again to turn off the data bank.

To Print Entire Data Bank List

Use this command to print the entire data bank. If the contents of the data bank exceed one page in length, have enough blank sheets of paper handy to contain the entire list. Printing will not pause automatically at the end of each page; you will have to interrupt printing manually to insert a blank sheet.

To begin printing



Press **DATA BANK** to activate the data bank, then press **CODE+MODIFY TEXT** to switch to Modify Text mode.

Adams, Roger
123 Fourth St.
Rutherford, NJ 98765

Blakemore, Patricia
987 Sixth Ave.
Cincinatti, OH 98765

Collins, Abraham
456 Martindale Terrace
San Jose, CA 98765

Press **CODE+PRINT DATA BANK** to begin printing. Printing will continue until the entire list has been printed.

To change paper

If the contents of the data bank exceed one page, press **CODE+PRINT DATA BANK** as the last line on a page is being printed. This will interrupt printing at the end of the line, allowing you to insert a blank sheet. To continue printing on the next page, press **CODE+PRINT DATA BANK** again. When printing has finished, press **DATA BANK** again to turn off the data bank.

Data Bank Applications

To create a telephone list

Adams, Roger (312) 555-1234
Blakemore, Patricia (312) 555-9876
Collins, Alan (619) 555-4321
Donovan, Kelly (872) 555-5432
Evans, Catherine Todd (598) 555-2291

The data bank is ideal for storing a list of telephone numbers. Enter each person's last name first, followed by the first name, then the telephone number. Entries will be stored in alphabetical order.

To find a telephone number, you can use the scroll key to scan through the list until you find the name of the person you want to call. If the list is long, you might want to use the Search feature to find a name or number quickly (see page 48).

To create a mailing list

SET WIDE LEFT MARGIN TO POSITION ADDRESS FOR PRINTING ON ENVELOPES

Alan Collins
456 Martindale Terrace
San Jose, CA 98765

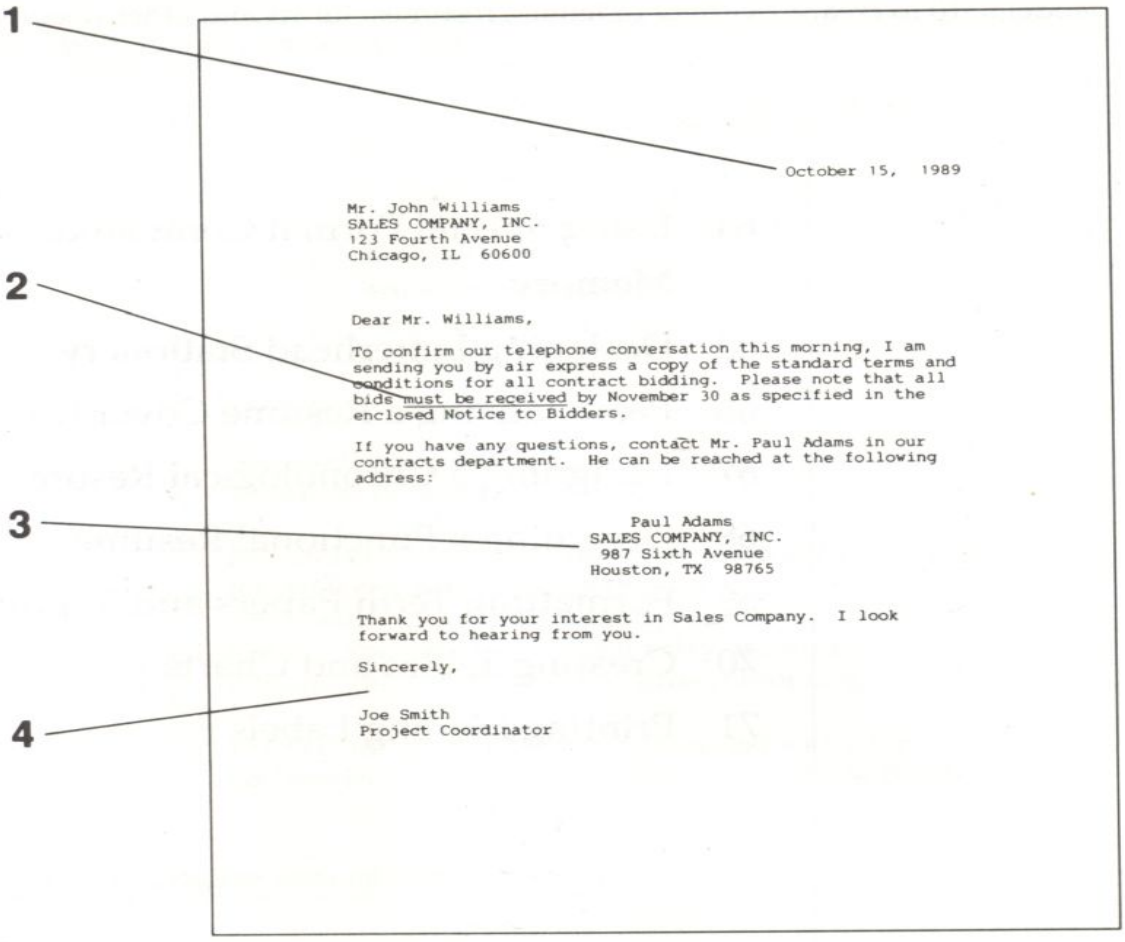
Patricia Blakemore
987 Sixth Ave.
Cincinatti, OH 98765

Roger Adams
123 Fourth St.
Rutherford, NJ 98765

Lists of names and addresses stored in the data bank can be used as a convenient way to address envelopes. Insert a blank envelope into the typewriter to serve as a guide, then reset the data bank left margin so that addresses are positioned correctly on the envelope when printed.

If names are typed in the traditional way as in the example above, entries will be alphabetized by *first name* rather than by last name. However, you can use the Search feature to find and print any address quickly and easily.

Using Special Format Commands in Memory


1
2
3
4
October 15, 1989
Mr. John Williams
SALES COMPANY, INC.
123 Fourth Avenue
Chicago, IL 60600
Dear Mr. Williams,
To confirm our telephone conversation this morning, I am sending you by air express a copy of the standard terms and conditions for all contract bidding. Please note that all bids must be received by November 30 as specified in the enclosed Notice to Bidders.
If you have any questions, contact Mr. Paul Adams in our contracts department. He can be reached at the following address:
Paul Adams
SALES COMPANY, INC.
987 Sixth Avenue
Houston, TX 98765
Thank you for your interest in Sales Company. I look forward to hearing from you.
Sincerely,
Joe Smith
Project Coordinator

Key to features

1 Use the **CODE+RIGHT FLUSH** command to print date of letter at right margin (see page 26).

2 Use the **CODE+UNDER** command to underline text for emphasis (see page 27).

3 Use the **CODE+CENTER** command to center text (see page 26).

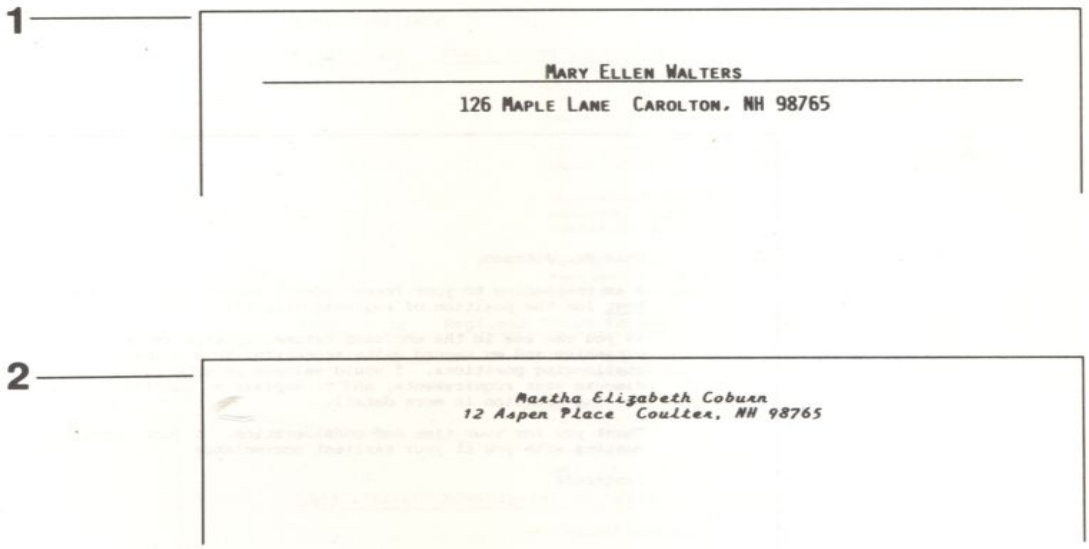
4 Insert four carriage returns after the closing before typing your name and title to leave room for your signature.

Tips

- To organize your correspondence, you might want to store more than one letter on the same topic in the same memory file. If so, insert a stop code after each letter so you print only one letter at a time (see page 54).
- To find a certain letter in a memory file, use the Search command with keyword "Sincerely" (or whatever closing you typically use). This will locate the end of each letter; press **SCROLL** to scroll forward and read the addressee of the next letter (see page 48).

Designing Letterhead Stationery

Although you can use the Esteem Pica print wheel supplied to create a letterhead, an optional print wheel can lend a more attractive appearance to your stationery.



Key to features

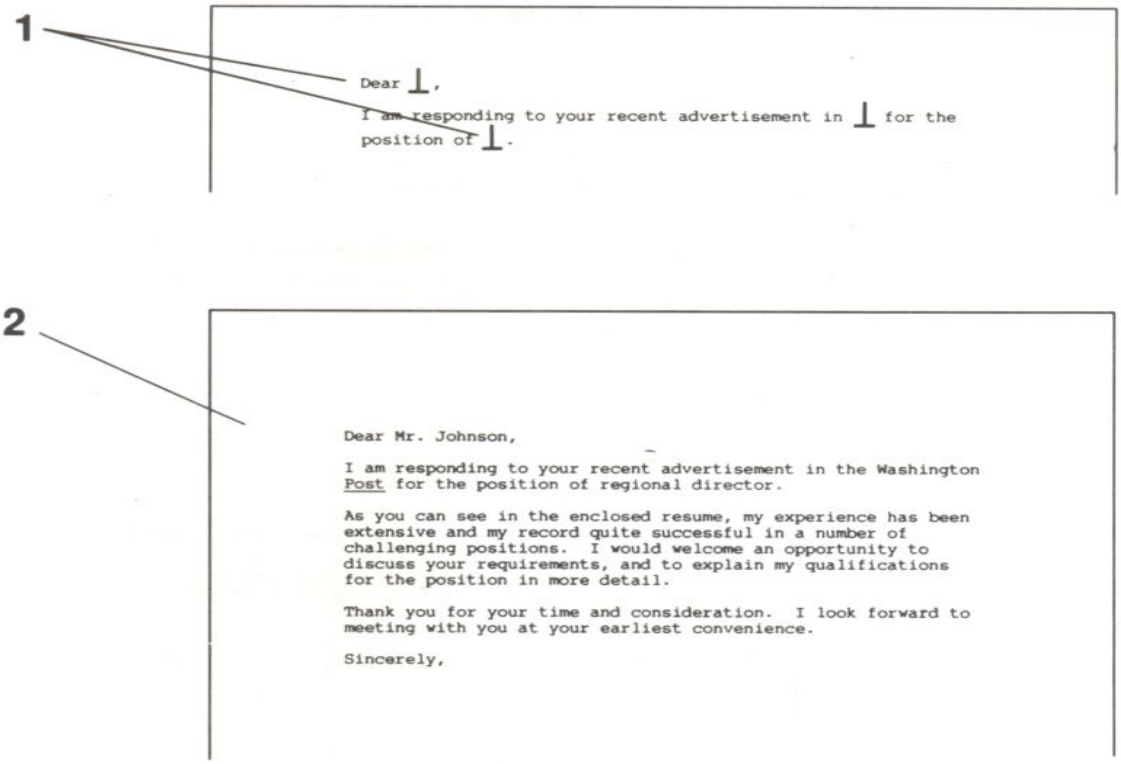
1 An optional Orator print wheel was used to create this sample letterhead. Use the **CODE+CENTER** command to center your name on the first line, and your address on the second. Roll the platen back up to the first line, press **CODE+UNDER** to turn on automatic underlining, then hold down the space bar to create a line between the name and address.

2 The optional Script print wheel is best suited for creating an informal letterhead for personal stationery. The **CODE+CENTER** command was used to center both lines in this sample (see paper 26).

Tips

- Insert a stop code after the last line of your letterhead if you plan to store both the letterhead and the text of a letter in the same memory file. To print the letter, insert the print wheel you want to use for your letterhead. After the letterhead is printed the typewriter pauses to allow you to insert a different print wheel for the text.
- See page 81 for the complete list of available AT&T print wheels.

Personalizing a Resume Cover Letter

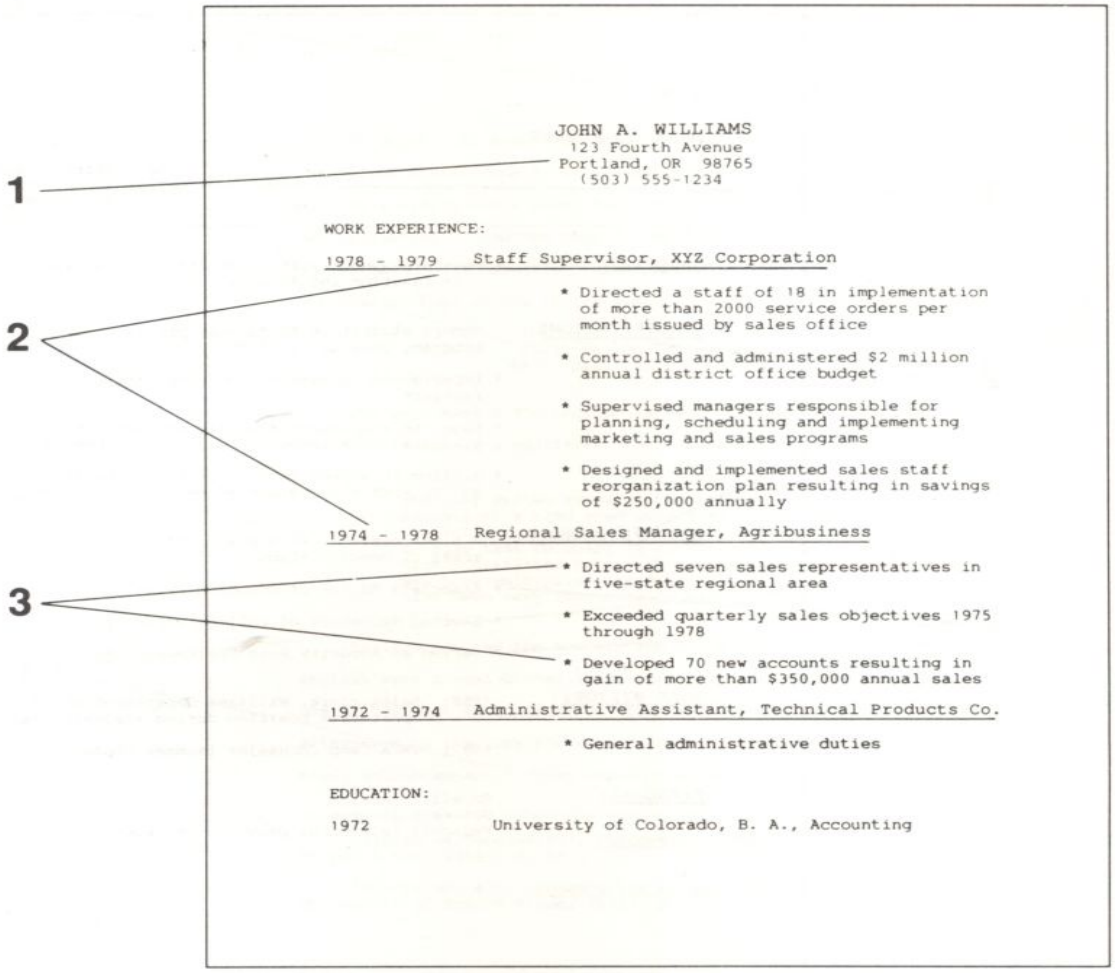

1
Dear ⊥,
I am responding to your recent advertisement in ⊥ for the position of ⊥.
2
Dear Mr. Johnson,
I am responding to your recent advertisement in the Washington Post for the position of regional director.
As you can see in the enclosed resume, my experience has been extensive and my record quite successful in a number of challenging positions. I would welcome an opportunity to discuss your requirements, and to explain my qualifications for the position in more detail.
Thank you for your time and consideration. I look forward to meeting with you at your earliest convenience.
Sincerely,

Key to features

1 While entering a letter into memory, press **CODE+STOP CODE** to insert stop codes where needed (see page 54).

2 After the letter is stored in memory, follow the usual procedure to print it (see page 52). When printing is interrupted at each stop code, type in the appropriate text, then press **CODE+PRINT** to resume printing.

Designing a Chronological Resume


1
2
3
JOHN A. WILLIAMS
123 Fourth Avenue
Portland, OR 98765
(503) 555-1234
WORK EXPERIENCE:
1978 - 1979 Staff Supervisor, XYZ Corporation
* Directed a staff of 18 in implementation of more than 2000 service orders per month issued by sales office
* Controlled and administered $2 million annual district office budget
* Supervised managers responsible for planning, scheduling and implementing marketing and sales programs
* Designed and implemented sales staff reorganization plan resulting in savings of $250,000 annually
1974 - 1978 Regional Sales Manager, Agribusiness
* Directed seven sales representatives in five-state regional area
* Exceeded quarterly sales objectives 1975 through 1978
* Developed 70 new accounts resulting in gain of more than $350,000 annual sales
1972 - 1974 Administrative Assistant, Technical Products Co.
* General administrative duties
EDUCATION:
1972 University of Colorado, B. A., Accounting

Key to features

1 Use **CODE+CENTER** command to center name and address at top of page (see page 26).

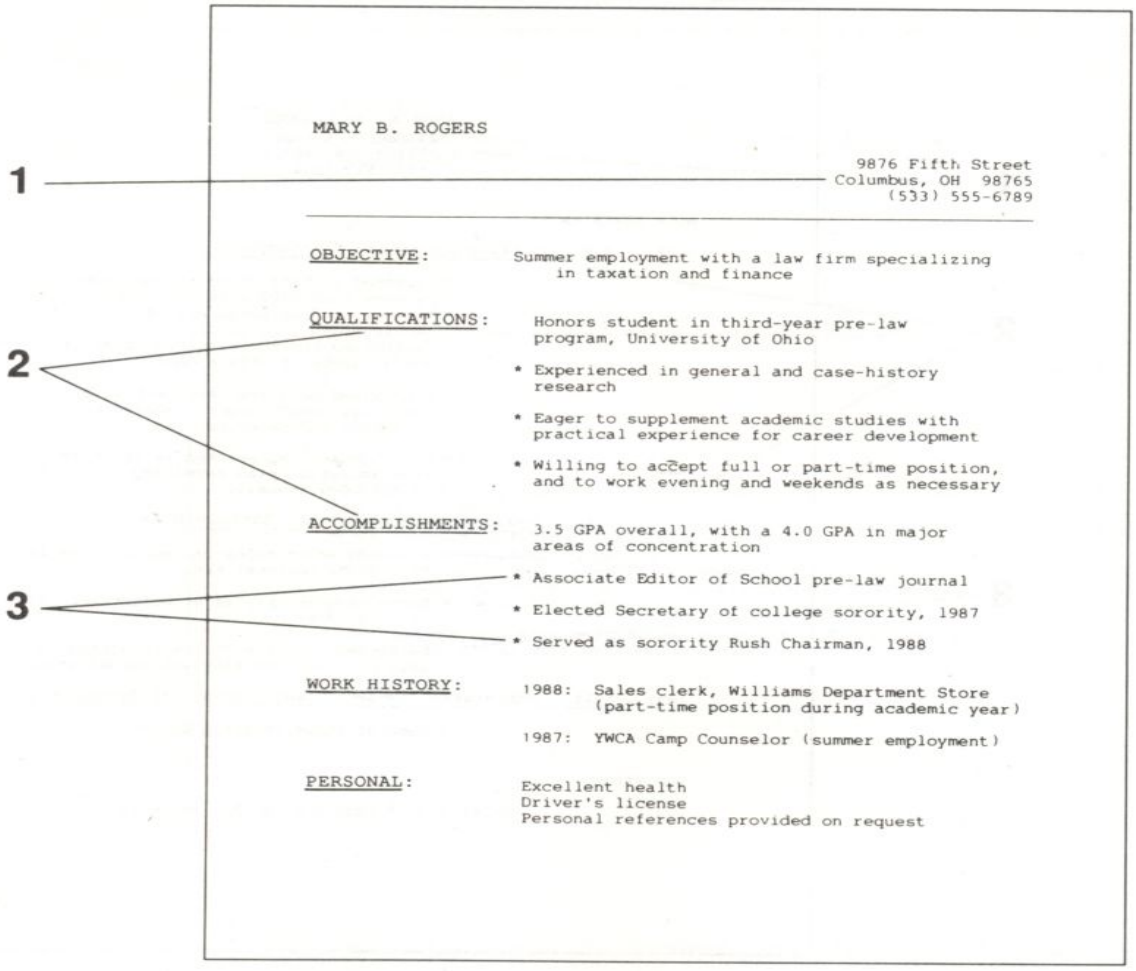
2 Use **CODE+UNDER** key to underline chronological dates and positions held (see page 27). If you use the space bar instead of the **TAB** key to move to the right, spaces will also be underlined to create a solid rule across the page.

3 Use **CODE+PARA INDENT** command to set position of asterisks (see page 51). Then set a tab stop two or three characters to the right of each asterisk to print major accomplishments.

Tips

- The chronological resume style is often considered useful to highlight career advancement over a period of time.
- See next page for an alternative resume format, better suited to emphasize job qualifications.

Designing a Functional Resume


1
2
3
MARY B. ROGERS
9876 Fifth Street
Columbus, OH 98765
(533) 555-6789
OBJECTIVE: Summer employment with a law firm specializing in taxation and finance
QUALIFICATIONS: Honors student in third-year pre-law program, University of Ohio
* Experienced in general and case-history research
* Eager to supplement academic studies with practical experience for career development
* Willing to accept full or part-time position, and to work evening and weekends as necessary
ACCOMPLISHMENTS: 3.5 GPA overall, with a 4.0 GPA in major areas of concentration
* Associate Editor of School pre-law journal
* Elected Secretary of college sorority, 1987
* Served as sorority Rush Chairman, 1988
WORK HISTORY: 1988: Sales clerk, Williams Department Store (part-time position during academic year)
1987: YWCA Camp Counselor (summer employment)
PERSONAL: Excellent health
Driver's license
Personal references provided on request

Key to features

1 Use **CODE+RIGHT FLUSH** command to print name or address at right margin (see page 26).

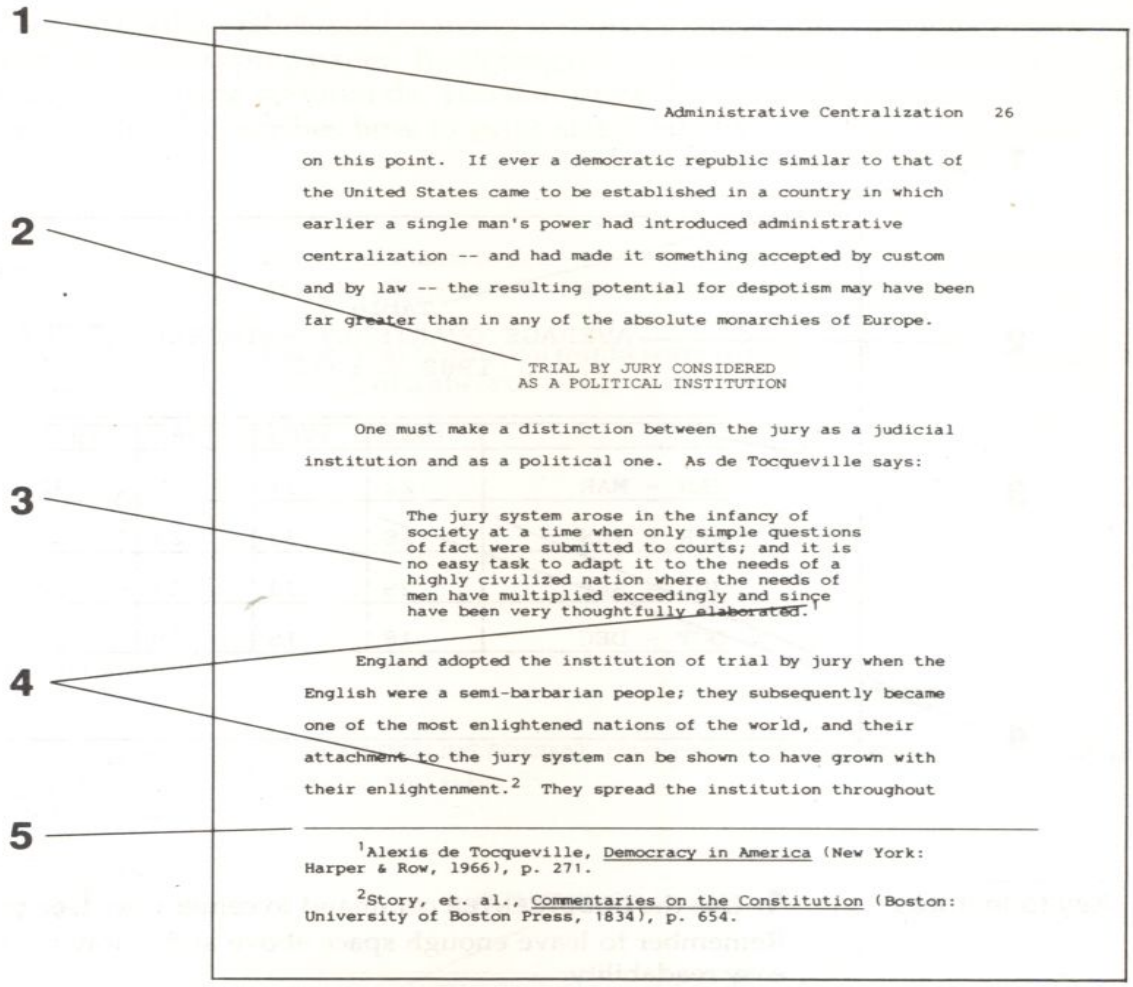
2 Use **CODE+UNDER** command to underline major subtitles (see page 27).

3 Set two tab stops to print lists of qualifications and accomplishments on the same line as subtitles. Set one tab for the asterisk, another tab two or three spaces to the right for text (see page 23).

Tips

- The functional resume style is useful to emphasize job qualifications when changing careers or when work experience is limited.
- To draw attention to your name, print it using the optional Orator print wheel (see page 81). If storing the resume in memory, insert a stop code after your name to switch back to the Esteem Pica print wheel for text (see page 54).

Formatting Term Papers and Reports


1
2
3
4
5
Administrative Centralization 26
on this point. If ever a democratic republic similar to that of the United States came to be established in a country in which earlier a single man's power had introduced administrative centralization -- and had made it something accepted by custom and by law -- the resulting potential for despotism may have been far greater than in any of the absolute monarchies of Europe.
TRIAL BY JURY CONSIDERED
AS A POLITICAL INSTITUTION
One must make a distinction between the jury as a judicial institution and as a political one. As de Tocqueville says:
The jury system arose in the infancy of society at a time when only simple questions of fact were submitted to courts; and it is no easy task to adapt it to the needs of a highly civilized nation where the needs of men have multiplied exceedingly and since have been very thoughtfully elaborated.[1]
England adopted the institution of trial by jury when the English were a semi-barbarian people; they subsequently became one of the most enlightened nations of the world, and their attachment to the jury system can be shown to have grown with their enlightenment.[2] They spread the institution throughout
[1]Alexis de Tocqueville, Democracy in America (New York: Harper & Row, 1966), p. 271.
[2]Story, et. al., Commentaries on the Constitution (Boston: University of Boston Press, 1834), p. 654.

Key to features

1 Use **CODE+RIGHT FLUSH** command to print chapter title and page number at the right margin on each page (see page 26).

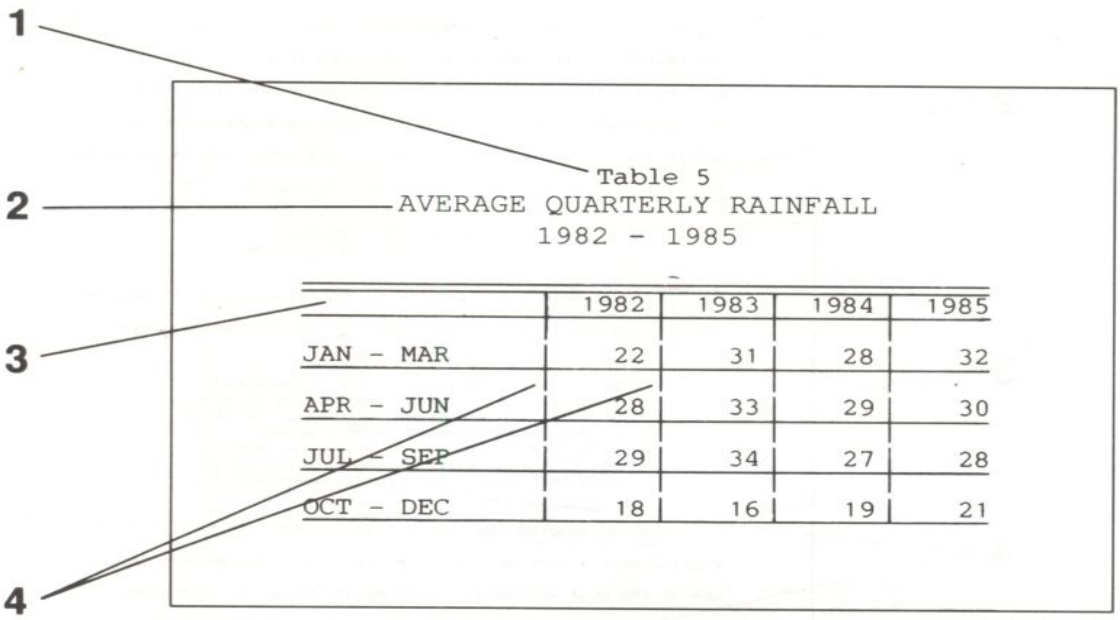
2 Use **CODE+CENTER** command to center subtitles (see page26). Use the **SHIFT LOCK** key to print subtitles in capital letters for emphasis.

3 Use **CODE+PARA INDENT** command to indent text quotations longer than two lines (see page 28).

4 Roll the platen 1/2-line up (one click) to type footnote references.

5 Use **CODE+UNDER** command, then use the space bar to print a horizontal rule separating text from footnote references (see page 27).

Creating Tables and Charts



	1982	1983	1984	1985
JAN - MAR	22	31	28	32
APR - JUN	28	33	29	30
JUL - SEP	29	34	27	28
OCT - DEC	18	16	19	21

Key to features

1 Use the **CODE+CENTER** command to center titles (see page 26). Remember to leave enough space above and below the title for easy readability.

2 Use the **SHIFT LOCK** key to print titles in capital letters for emphasis, but use capitals sparingly. Extensive use of capital letters can make text more difficult to read.

3 Create a double rule by typing two underlines 1/2 space apart. Use the **CODE+UNDER** command, then hold down the space bar to type the first line. Then roll the platen 1/2-line down (one click) to type the second line.

4 When working with numbers, the **CODE+NUM LOCK** command helps prevent errors (see page 29). Use **CODE+DEC TAB** command to align columns of numbers (see page 29). Use **CODE+COL RULE** command to create vertical rules between columns (see page 30).

Tips

- When creating a more complex table, you can speed your typing by using the **CODE+EXPRESS** command to move quickly back to the beginning of each line without pressing **RETURN**.

Printing Mailing Labels

Self-adhesive mailing labels sold in many stationery stores are available in sheets of ten, the same size as typing paper. By storing names and addresses in memory along with a few formatting commands, you can print these labels automatically. The following example describes how to print standard 2 X 4 1/4 inch mailing labels.

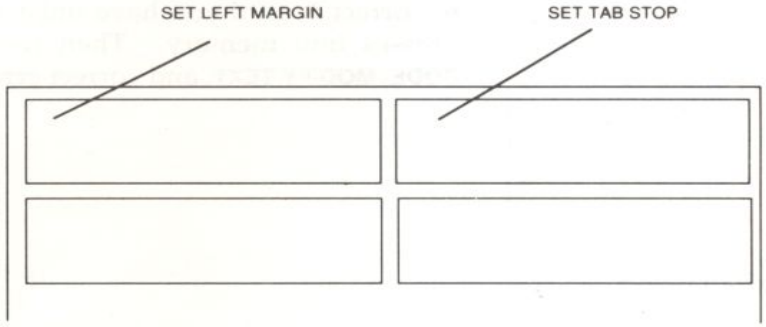
1 Enter memory

Press **TEXT MEM** to activate memory, then select and enter a memory file where you'll store your names and addresses.

Before you begin, you might want to make a photocopy, or a pencil tracing, of a sheet of labels to use for practice.

2 Set margins and tabs

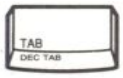
Press **CODE+LINE FORMAT**, then press **CODE+CLR FORMAT** to clear all margins and tabs.

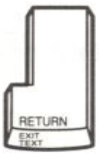


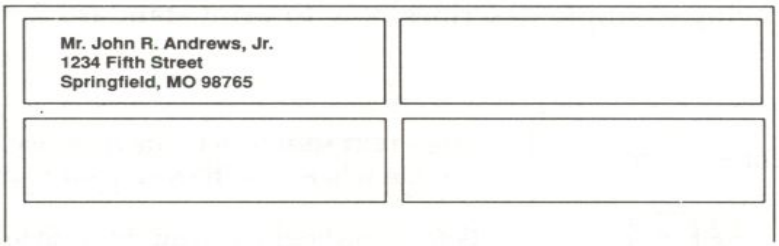
Insert a sheet of labels (or practice sheet) into the typewriter. Set the left margin to the position where you'll begin typing labels on the left side of the page. Set a tab stop at the point where typing will begin on the right-side labels. Set the right margin at the far right side of the page. After margins and tabs have been set, press **CODE+LINE FORMAT** again to begin entering text.

Printing Mailing Labels

3 Enter names and addresses

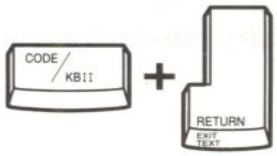






Type in the first name, then press **TAB**. Type in the second name, then press **RETURN**. Type in the address for the first name, press **TAB** again, then type in the second address and press **RETURN**.

4 Store in memory



Repeat the above procedure for each name and address. When the page has been completed, press **CODE+EXIT TEXT** to store the document in memory.

NOTE: If you make a mistake that is printed on the page, don't try to correct it until you have finished entering all names and addresses into memory. Then re-enter the memory file, press **CODE+MODIFY TEXT**, and correct errors as necessary (see page 17).

5 Print labels

Insert a blank sheet of labels and position the first row of labels correctly. Enter the file where labels are stored, then press **CODE+PRINT**. The entire sheet of labels will be printed automatically. To store and print more than one page, insert a stop code at the end of each page so that printing will pause while you insert a new sheet.

Maintenance

Maintenance

If treated properly, your typewriter requires no maintenance other than periodic cleaning and replacement of supplies. For best performance, keep the following tips in mind.

- Store the typewriter in a location protected from extreme temperatures and humidity.
- Always close the platen cover and replace the keyboard cover to protect the typewriter from dust while it is not in use.
- Avoid using the typewriter on the same electrical circuit that supplies power to an air conditioner, copier or other high capacity device.
- To maintain operating efficiency, unplug the typewriter and clean the interior periodically to remove paper dust and residue. Use a soft, slightly damp cloth for cleaning. Avoid using excess water, and never use detergents, volatile liquids, treated cloths, harsh chemical agents or sprays.
- **NOTE:** If the typewriter is used only occasionally, unplug it while it is not in use. To preserve text stored in memory, you should recharge the internal battery every two months. This can be done simply by turning the typewriter on and leaving it turned on for at least five hours. The battery will recharge whether or not you use the typewriter during this time.

Glossary

Beep: The beep referred to in this manual is an electronic tone that can indicate one of three things: 1) the typewriter beeps when you approach the end of a typing line; 2) when using the SureSpell®II Dictionary feature, you'll hear two beeps when a misspelled word is found (see page 37); 3) a beep can also indicate an error. For example, you will hear an error beep if you try to set a right margin to the left of the left margin, or if you try to use scroll keys in "Enter Text" mode while you are editing a document in memory (see page 47).

Bell: This is a term used to indicate the end-of-line warning (see definition 1, above). The "bell" is actually an electronic tone.

Carriage return: When you press **RETURN**, the typewriter's print unit moves down to the next typing line and returns to the left margin. These actions together are called a carriage return.

Character: A character is anything the typewriter can print on paper. For example, a character could be a letter, a number, a punctuation mark such as a comma, or a symbol such as an asterisk.

Code key: Many keys have more than one function. The **CODE** key is held down to activate the secondary function of these keys. For example, the secondary function of all keys along the top row of the keyboard is described on the blue label above the key. On some other keys the secondary function is marked in blue on the front surface of the key. Throughout this manual the term **CODE+KEY** is used to indicate functions activated by holding down the **CODE** key with another key.

Data bank: The data bank is a special memory feature designed to store lists in alphabetical or numeric order (see page 56).

Diacritic accents: The Model 6310 can print a number of letters commonly used in alphabets other than English. The mark above these letters is called a diacritic accent. When you type a diacritic accent, the print unit does not move; this allows you to type a letter underneath the accent without backspacing.

Display screen: The LCD screen above the keyboard displays information about the operating status of the typewriter. In memory, and in certain print modes, the screen displays characters as you type. A full description of the screen appears on page 14.

Flush: This is a typographical term, referring to the way characters are printed on a page. A normally typed letter is said to be printed "flush left," because each line begins with the first character at the left margin. The Model 6310 also allows you to print a line "flush right," with the last character of the line at the right margin (see page 26)

Format: Format refers to all margins and tabs in a line of type. When you use the typewriter for the first time it is set to the standard format: a six-inch-wide line with five tab stops. You can change the positions of left and right margins and use as many as 10 tab stops (see pages 22-24), or return to the standard format at any time (see page 22).

Indent: The Model 6310 allows you to indent text in either of two ways. 1) Line indent begins the first line of a paragraph six characters to the right of the current left margin; 2) Paragraph indent allows you to set a temporary left margin so that a group of lines (an entire paragraph) will be indented. See page 28 for a description of these features.

International characters: Keys in the bottom row of the keyboard can print letters, punctuation and accents used in alphabets other than English. To print characters labeled on the front surface of these keys, hold down the **CODE/KBII** key while pressing the key you want to use (see page 31).

Glossary

Justify: This is a typographical term (like "flush"), referring to the way characters are printed on a page. In normally typed text, each line is different length; this creates a ragged right margin. If you use Right Justify (RtJstfy) print mode, each line is automatically spaced so that both left and right margins are uniform; that is, the first character of each line prints at the left margin, and the last character of each line prints at the right margin (see page 13).

Memory: Memory circuits built into the Model 6310 allow you to save documents in the typewriter so that they can be viewed, changed or printed at any time. See Memory Operation beginning on page 38 for a complete description of memory features.

Pitch: The pitch selector switch allows you to set the spacing between characters (see page 15). Each pitch number indicates the number of characters per inch; set at pitch 10, for example, the typewriter will print 10 characters per inch. You should set the pitch selector to match the pitch number of the print wheel you are using (pitch is labeled on each print wheel), though you can use a different setting for special type effects.

Platen: The platen is the cylindrical roller in the typewriter that holds paper in place and provides a surface for the print wheel characters to strike. You can release the pressure of the platen to remove or adjust paper manually by pulling the paper release lever (see page 9). Platen knobs allow you to adjust paper position by rolling the platen. The platen clicks in half-line increments as you roll the platen knobs; if you pull the platen variable lever, you can roll the platen freely to adjust paper position precisely (see page 10).

Print: Text on paper is said to be printed. This is not always the same as "typing" text since, in some print modes, the characters you type are shown on the display screen and not printed right away (see page 13).

Print modes: The three print modes allow you to type as in normal typewriter operation (Typwtr), to type each line on the display screen before it is printed (LxL), or to print justified type (RtJstfy). See page 13 for a complete description of print modes.

Print unit: The print wheel, ribbon cartridge and correction tape are mounted on the print unit that moves from left to right as you type.

Scroll: In LxL and RtJstfy print modes (and in memory), scroll keys allow you to move text forward or back across the display screen. For example, if you are typing in LxL mode, the first few words of your typing line disappear from the display screen as you approach the end of the line. Using the **BACKSPACE** scroll key, you can move back to view or change any part of the line before it is printed. To move forward again, you can use the **SCROLL** key, or press **RELOC** to move instantly back to the position where you stopped typing (see pages 14 and 17).

Search: The search feature allows you to find a word or phrase in any document you've stored in memory (see page 48).

Stop code: Stop codes are special commands you can insert into a document stored in memory. When you print a document containing a stop code, printing will pause at the position of the stop code. You can then type in additional text to be inserted into the document, change the print wheel, or remove paper and insert a new sheet (see page 54).

TypeOff™: This feature allows you to type over text you've already printed on paper, erasing it as you go. See pages 17 through 21 for a description of this and other correction features.

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Decimal tab stop (see page 30)

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LID OPEN Typewriter cover open (see page 7)

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END DOCUMENT End of document spell check (see page 37)

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Carriage return (see page 42)

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Line format (see page 42)

TYPE-OFF TypeOff™ feature is activated (see page 19)

LINE FORMAT You can change margins or tabs (see page 22)

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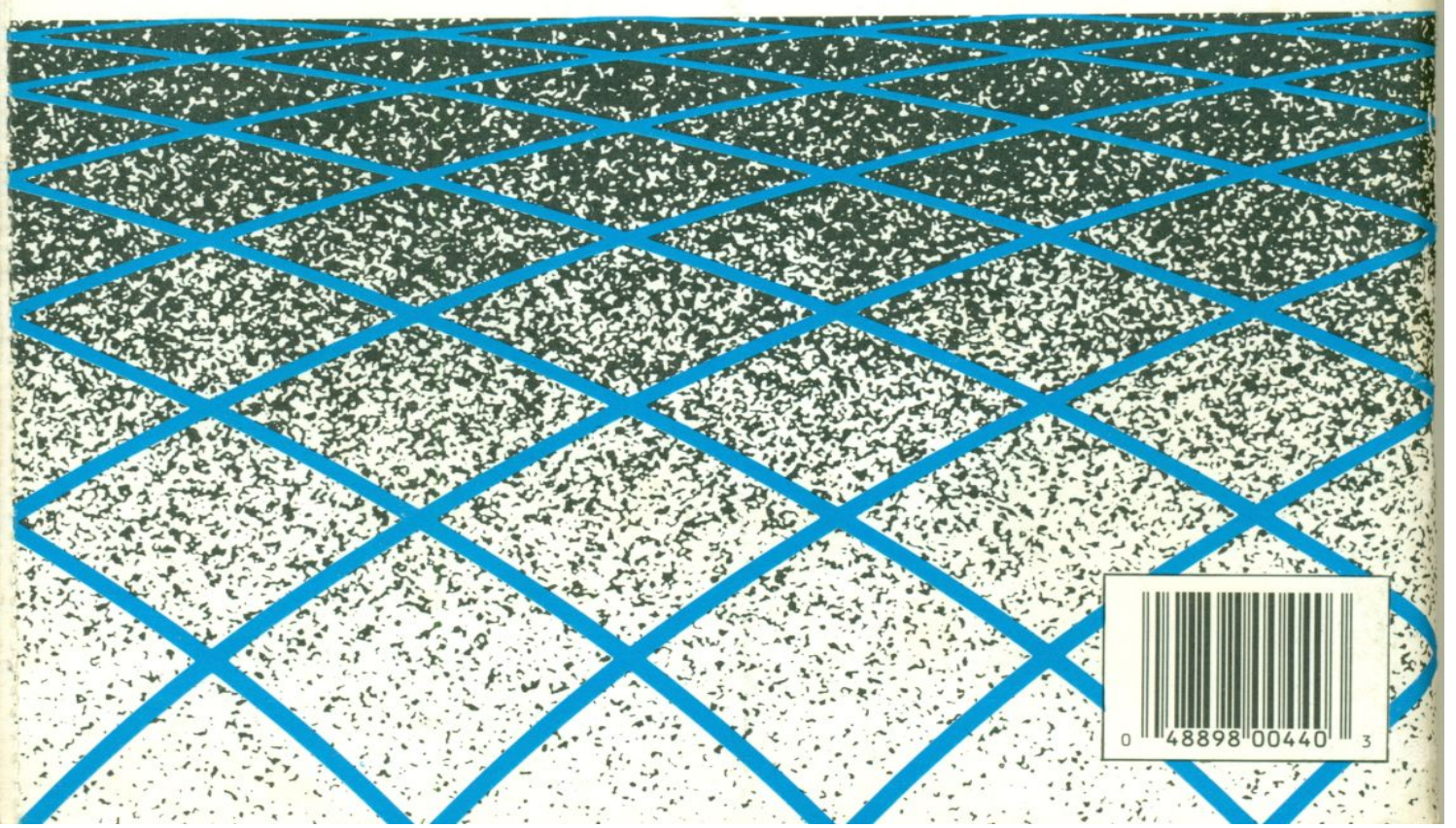

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